



Human Resources	Policy 4.3
Employee Records	Effective Date: 4/20/2017
Approved By WAC Board of Directors	Revision: R Date:

Policy:

It is the policy of Washtenaw Alano Club (WAC) to maintain accurate and up to date records on its employees.

The Executive Committee designates which individuals are responsible for establishing and maintaining all employee records (personnel files). The employee records files shall contain original documents and be stored in a locked file.

As required by the Americans with Disabilities Act of 1990, all medical records obtained by WAC will be kept in a separate file from the employee records.

All employees with access to employee records (personnel files) are required to maintain the confidentiality of the information (applications, letters of reference, evaluations) contained in such records. That material may not be released, either verbally or written, without the written consent of the employee.

Procedure:

The Manager shall maintain employee records (personnel files) for each employee. These records document all aspects of an employee's tenure with WAC, facilitating decisions about transfers, promotions, compensation, and other Human Resources activities.

Employee Records File Maintenance:

Guidelines for the removal and filing of documents to comply with legal and ethical requirements for information access and control are defined below:

Employee Records (Primary Personnel Files)

The Manager maintains an employee file on each employee of WAC. These employee records must contain all original documents relating to the employee's tenure with WAC including, but not limited to, the following:

1. Employment application;
2. Resume
3. Reference and background check documentation;
4. Any offer of employment, employment agreements, or acceptance letters;

5. All necessary license, registration, certification, degree or academic record list as a minimum requirement in a job description must be filled in the employee's file. Copies will be placed in the file at the time of hire.
6. All personnel status forms (evaluation forms), current and historical.
7. Trainings and other educational classes
8. Automobile insurance and drivers license documentation (as applicable);
9. Emergency information (kept in separate envelope—for emergencies only);
10. Termination documentation

On-going verification and documentation of licensure/registration/certification (if any) and training monitoring and updating of program records is the responsibility of the Manager (or other individual designated by the executive committee). This will be done regularly.

Medical Records

Federal laws and the laws of most states require that medical records be maintained by employers in separate confidential files. For purposes of this policy, medical records shall be filed separate from the employee records filed during the course of employment. After termination, resignation, or retirement all files shall be stored in archived confidential files. Medical records include but are not limited to the following documents (note: some of the documents mentioned below are kept by CSS):

1. Post-offer pre-employment medical exam results;
2. All medical exam results on current employees;
3. Documents gathered in connection with considering accommodations for employees under the Americans with Disabilities Act and applicable state nondiscrimination statutes;
4. Leave of absence request forms and medical certification information obtained in connection with an employee's request for a family and medical leave for a serious health condition for an employee or an employee's family member;
5. Any notes from an employee's physician supporting any sick time off and
6. All other records of a medically-related nature.

Access to Employee Records:

Employee records may be accessed only by the Executive Committee, payroll, and the Manager who regularly supervise the employee.

Financial records may be accessed by the Financial Committee and auditing process.

Limited Access: Access to other file information may only be given to Employees who may review their own file; the file may not be taken off site.

Human Resources Database:

Employee Records may eventually be maintained electronically. Access to files shall be managed in the same manner as paper files (refer to guidelines above in Limited Access section).

Employee Records File Retention:

Employment Records: Federal regulations require that an employer must keep for a minimum of one (1) year any records that relate to any employment decision including:

1. Applications for employment;
2. Resumes;
3. Test results;
4. Orders to employment agencies or other organizations for recruitment purposes;
5. Copies of newspaper advertisements;
6. Records and memoranda relating to promotion, transfer, demotion, selection for training, layoff, recall, or discharge of any employee; and
7. U.S. Immigration Services Form 1-9 (retain for three (3) years or one (1) year following termination of employment, whichever is longer).

Legal Action: In the event an action is brought against WAC under the TitleVII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Fair Labor Standards Act, the Equal Pay Act, or any other law, the records subject to the action must be retained until final disposition of the case.

Employee Records: All documents as described in aforementioned sections in addition to any other documentation contained in an active employee's file shall be retained for the employee's entire period , of employment.

Files for all terminated employees shall be retained for a minimum of seven (7) years.

Employee Records Security

Employee records will be stored in a secure manner. The Manager , payroll processing, and the Executive Committee will have sole access to employee records.

Revision log

- **Policy or form number:**

Rev.	Revision Description	Date	Author